Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Attention: _____

Date: May 21, 2026
Quotation #: PS 026-05-032
ABC: ₱57,000.00

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	**PROCUREMENT OF PROFESSIONAL PHOTOGRAPHY & VIDEO COVERAGE FOR THE 2026 OSG SPORTSFEST** Event Title: "Pistang OSG: Lakas ng Lahing Pilipino, Diwa ng Bayanihan" Event Venue: GSIS Gymnasium, Pasay City Event Date: May 29, 2026 Estimated No. of Attendees: 600 - 700 pax **Delivery & Setup:** • Equipment and onsite staff must be ready at the venue by 7:00 AM on May 29, 2026 **Coverage** • Coverage shall run from 7:00 AM to 5:00 PM, including the arrival of employees and guests, registration, and the program proper. **Transportation and Meals** • Transportation expenses for the equipment and crew shall be included in the quoted price. • Crew meals shall be provided by the supplier. **Inclusions** • At least Two (2) Photographers • At least Two (2) Videographers • At least Two (2) Production Assistants/Gaffers • At least One (1) Photo Editor • At least One (1) Video Editor **Scope of Work / Other Requirements** 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. The supplier must ensure that all equipment to be used is compatible with the facilities of the event venue leased by OSG, if applicable. 3. The rental of equipment shall cover the entire duration of the event program, exclusive of the time allotted for ingress and egress. The required number of hours shall be properly coordinated with, and subject to the approval of, the authorized representative of the Sportsfest Committee. 4. The Supplier shall coordinate with the management of the event venue regarding the power requirements and necessary electrical connections for the equipment, including the LED wall. The Supplier shall provide all necessary cables, connectors, and related accessories required for the proper installation and operation of the equipment. 5. The service provider must be able to produce the following: a. Live video feed b. Five (5) to seven (7)-minute Same-Day Edit (SDE) video (music video type) c. Unlimited raw photos d. Enhanced/edited photos e. Soft copies of the following saved in a flash drive and/or hard drive: ○ Same-Day Edit (SDE) video ○ Full event video (edited) ○ Edited photos ready for printing ○ The Same-Day Edit (SDE) video shall be played at the end of the program. ○ Raw/unedited videos ○ Raw/unedited photos 6. The edited full event video and photos, as well as the flash drive and/or hard drive containing the raw/unedited videos, must be turned over to OSG within thirty (30) days from May 29, 2026. 7. Soft copies of the Same-Day Edit (SDE) video and unedited photos must be made available for download or sent to the client via Google Drive, OneDrive, or any similar photo-transfer application/service within thirty (30) days after the event. **Note:** The Supplier may propose deviations from the provided specifications, provided that such deviations are of equal or better quality than those specified. The Supplier shall submit photographs or samples of previous works for evaluation by the authorized representative. Further, the Supplier must provide options for rescheduling or modification of services in the event of unforeseen suspension of work or similar circumstances.	**1**	**lot**		**45,000.00**

2	**PROCUREMENT OF PHOTOBOOTH SERVICES FOR THE 2026 OSG SPORTSFEST** **Delivery and Installation** • The required equipment and onsite staff must be ready by 10:00 AM on May 29, 2026. **Coverage** • The supplier shall provide photobooth services for three (3) hours with unlimited stop time. **Transportation and Meals** • Transportation expenses for the equipment and crew shall be included in the quoted price. • Crew meals shall be provided by the supplier. **Onsite Staff** • The onsite staff shall consist of at least two (2) photobooth operators. **Equipment** 1. Use of a professional DSLR camera, inclusive of lenses, flash, lighting, and other professional equipment for high-resolution photos. 2. Organized booth setup, including backdrop and props. 3. Printer for magnet-type photos. **Outputs** 1. Unlimited magnet-type photos. 2. Soft copies of all unedited photos must be made available for download or sent to the client via Google Drive, OneDrive, or any similar photo-transfer application/service within three (3) days after the event. **Scope of Service / Other Requirements** 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. The Supplier shall coordinate with the management of the event venue regarding the power requirements and necessary electrical connections for the equipment. The Supplier shall provide all necessary cables, connectors, and related accessories required for the proper installation and operation of the equipment. 3. Any additional charges arising from the extension of program hours or the extended use of the photobooth shall be properly coordinated with, and subject to the approval of, the authorized representative of the Sportsfest Committee. **Note:** The Supplier shall submit photographs or samples of previous works for evaluation by the authorized representative. Further, the Supplier must provide options for rescheduling or modification of services in the event of unforeseen suspension of work or similar circumstances. **(Price Vat-Included)**	1	lot		12,000.00

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:
1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
   a. [ ] Mayor's / Business Permit
   b. [ ] PhilGEPS Registration Number: _____
      Membership: [ ] Platinum [ ] Red
   c. [ ] Income / Business Tax Return (for Small Value Procurement - for above ₱500,000)
   d. [ ] Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
   e. [ ] Tax Clearance Certificate
   f. [ ] Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

SONNY S. BERMUDEZ / FATHA K. KARIM / PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Tel: (02) 8988-1674 loc 777
Please send your quotation to:

osgprocurement@osg.gov.ph